



CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS
Veterans Home of California, Yountville

Located in the heart of scenic Napa Valley, the Veterans Home of California, Yountville is a community of and for veterans. Some 1,100 veterans (both men and women) live at the home. Founded in 1884, the Veterans Home of California, Yountville is the largest veterans' home in the United States. It provides residential accommodations and a wealth of recreational, social, and therapeutic activities for independent living.

To qualify for job openings, you must have State list eligibility, or reinstatement/transfer. To obtain State list eligibility, please visit the State Personnel Board website at www.spb.ca.gov

Office Technician (T) (1139)
Full-Time, Permanent
Nursing
\$2686.00-\$3264.00 per Month
Final File: November 6, 2008
(Includes a compensation benefits package)

NOTE: Hiring for this vacancy is contingent upon obtaining all approvals prior to making a commitment

Under the supervision of the Supervising Nurse II, the Office Technician provides clerical support to the staff in one of the following five mission-based program areas: Regulatory Compliance, Acute Care, Training, Skilled Care and Intermediate Care. Desired Qualifications: Strong computer skills with Access, Word and Excel experience; Ability to plan and organize information; excellent attendance and positive attitude. The predominate duties include the following but are not limited to:

- Keep accurate and complete time and attendance records for each employee. Prepare and submit to Human Resources, Monthly Attendance Report (Form 672).
- Prepare timecards for distribution with IDPs. Distribute and track IDPs to ensure that they are completed in a timely manner. Prepare a monthly report for the Director of Nursing and the Supervising Nurse II's showing all past due IDPs.
- Process overtime slips ensuring that all required signatures are obtained.
- Collect, review and record all 634 forms for Nursing Personnel.
- Check for required medical verification for employees and review sign-in sheets for additional employee time usage.
- Receive, record and submit any changes in employees work shifts to Human Resources. Keep accurate records of resignations, employees on non-industrial leave and family medical leave.
- Verify the monthly Leave Balance Report to the Form 672.
- Other duties and required.

Desirable qualifications:

Strong communication and customer service skills
Good work ethic
Experience working with Microsoft Office (Word, Excel and Outlook)

Knowledge and Abilities

Typing certificate 40 wpm

Benefits Package

Benefit packages vary; please visit the www.spb.ca.gov website for benefit package information

Who may apply:

Applications will be accepted from individuals with permanent State Service in the class of Office Technician (Typing) or working in a class eligible for lateral transfer, reinstatement or list eligibility to this class. Priority consideration will be given to candidates on the SROA list. Applications will be subject to screening and only the most qualified will be interviewed. NOTE: All State applications must be postmarked no later than the final filing date. Applications personally delivered, faxed or received via interoffice mail must be received before the close of business at 5:00 pm on the final filing date; no exceptions will be made.

To Apply:

Visit our website at www.cdva.ca.gov or the State Personnel Board www.spb.ca.gov to download the application. Submit your completed State Application (Std. 678), typing certificate and resume to: Veterans Home of CA, Yountville; Human Resources – Testing Unit; 110 California Drive; Yountville, CA 94599-1414

Testing for State Eligibility:

Visit our website at www.cdva.ca.gov OR www.spb.ca.gov for test dates and locations.

Questions:

If you have any questions or to request information concerning this posting, or need assistance in the application process, please contact our Human Resources Department in Yountville at Voice: (707) 944-4550, TDD: (707) 944-4560.

Release Date: October 23, 2008